



**How to do Business with
the
City of Hutchinson**

An overview of Electronic Bidding

<https://hutchgov.ionwave.net/Login.aspx>



WELCOME TO CITY OF HUTCHINSON, KS!

Need to register?
[Supplier Registration](#)

User Name:
Password:

[Forgot your User Name/Password?](#)

[City of Hutchinson, KS](#) [Awarded Bid Information](#)
[Current Bid Opportunities](#) [Closed Bid Opportunities](#)

Version 7.3.022 [Production]

This system has the following [Browser Requirements](#).

Your use of this website indicates your agreement with the [Terms of Use](#).



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Terms and Conditions (Step 1 of 7)

City of Hutchinson, KS, herein after referred to as City
Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The City's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the City and IWT as a designated agent.

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In order to use this site, user's browser must support JavaScript, allow Popup

[Printer-Friendly Version](#)



Company Information (Step 2 of 7)

** indicates a required field*

Company Information

*** Company Name**

Please enter the Company Name

Legal Name

*** Organization Type**

-- Select --

Please select the Organization Type

Formation Date (mm/dd/yyyy)

Formation State

-- Select --

*** Tax ID Number (no dashes)**

Please enter the Tax ID Number (no dashes)

DUNS (no dashes)

Website

Company Description

Annual Gross Sales

-- Select --

Number of Employees

*** Excluded from Federal Procurement** -- Select --

Please select the Excluded from Federal Procurement

Previous

Cancel Registration

Next



Address Information (Step 3 of 7)

** indicates a required field*

Primary Address (Required)

* Address		<i>Please enter the Address</i>
* City		<i>Please enter the City</i>
* State	Kansas	
* Zip		<i>Please enter the Zip</i>
* Country	United States of America	
* Phone	Country Area Number Ext	<i>Please enter a valid Phone</i>
	1	
Fax	Country Area Number Ext	
	1	

Remittance Address (Required)

Same as Primary Address

* Address		<i>Please enter the Address</i>
* City		<i>Please enter the City</i>
* State	Kansas	
* Zip		<i>Please enter the Zip</i>
* Country	United States of America	
* Phone	Country Area Number Ext	<i>Please enter a valid Phone</i>
	1	
Fax	Country Area Number Ext	
	1	

Correspondence Address (Optional)

Same as Primary Address

* Address		
* City		
* State	Kansas	
* Zip		
* Country	United States of America	
* Phone	Country Area Number Ext	
	1	
Fax	Country Area Number Ext	
	1	

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https://

[Search]

[Expand All] [Collapse All]

- Commodities
 - Audio and Visual
 - Building Maintenance
 - Construction and Contracting
 - Domestic
 - Entertainment and Arts
 - Environmental
 - Farming, Forestry, Live Plant and Animal, Marine, Mineral, Minin
 - Food and Beverage
 - Furniture and Furnishings
 - Industrial and Manufacturing
 - Instructional and Education
 - Medical and Health
 - Office and Business
 - [Select] Office and Business
 - [Select] Material Handling - Warehouse, Containers, Packa
 - [Select] Office Equipment and Supplies
 - [Select] Office Paper
 - [Select] Office Services
 - [Select] Printing, Publishing, Signs, Yearbook: Equipment,
 - [Select] Promotional Items, Flags, and Awards: Equipment
 - [Select] Retail and Wholesale - Equipment, Machines, Supp
 - Professional Services
 - Power and Energy
 - Security, Public Order and Safety
 - Sports and Recreation
 - Technology
 - Transportation

[Save Selections]

Selected Commodities:
[Delete] Office and Business

[Save Selections]



Vendor Classification (Step 4 of 7)

** indicates a required field*

Special Classifications

Special Classifications Small Business Enterprise

As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

Previous

Cancel Registration

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Vendor Commodities (Step 5 of 7)

** indicates a required field*

Commodity Codes

*** Commodities** ***Warning*** No commodity codes selected. This may prevent you from being notified of new event opportunities.

[\[Add or Remove Selections\]](#)

Previous

Cancel Registration

Next





User Information (Step 6 of 7)

** indicates a required field*

Primary User Information

Prefix [Select Prefix]

* First Name

Please enter the First Name

Middle Name

* Last Name

Please enter the Last Name

Title

* Email

Please enter a valid Email

* Email Confirm

Phone

Country Area Number Ext
1

Fax

Country Area Number Ext
1

* User Name

Please enter the User Name

* Password

Please enter the Password and Password Confirm

* Password Confirm

* Time Zone [Select Time Zone]

Please select the Time Zone

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Sourcing Supplier Quick Tutorial

Version 7.X – September 2013
Tutorial Update: June 2014

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Ion Wave Technologies, Inc.
Springfield, Missouri

Welcome to Sourcing!

The Sourcing Quick Tutorial provides instruction to suppliers on system navigation, locating bid requests and creating and submitting a response.

System Requirements

- A standard web browser that **must have JavaScript enabled**.
 - IWT recommends Internet Explorer 9.x or greater for the best system performance.
 - Mozilla Firefox – current version recommended
 - Safari – current version recommended
 - Chrome – current version recommended
- The browser must also allow pop-up windows when accessing the system.
- Establish <this site> as a Trusted Site in your browser’s Internet Options, Security settings. (<https://<this site>.ionwave.net>)

Responding to Bid Requests – Quick Tutorial

- Login
- The page will open to the ‘Available Bids’
- Click the bid number to View the bid request from the ‘My Invitations’ or ‘Other Bid Opportunities’ Section.

The screenshot shows the IonWave Sourcing system interface. At the top, there is a navigation bar with 'Available Bids', 'Closed Bids', 'My Responses', and 'My Alerts'. Below this is a welcome message: 'Welcome to Enterprise Sourcing Demo! To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the "Closed Bids" tab. To view a four page quick reference guide on how to respond to a bid, click here.' Under 'My Invitations', it says 'No Bid Requests'. The main section is 'Other Bid Opportunities', which contains a table of bid listings.

Bid Number	Organization	Title	Bid Type	Bid Issues	Bids	Start Date	End Date	Time Left	Response Status
ITB-2392	Exaro	Technical Services Contract	ITB	00/20/2012	3	3/17/2012 2:00:00 PM CST	2 Days	No Response	
ITB-2391	Exaro	Corporate Services	ITB	05/04/2012	0	05/04/2012 2:00:00 AM CST	4 Days	No Response	
ITB-2390	Exaro	Technical Services Contract	ITB	05/04/2012	0	05/04/2012 2:00:00 AM CST	6 Days	No Response	
ITB-2389	Exaro	Office Supply Contract	ITB	05/07/2012	0	05/07/2012 2:00:00 AM CST	10 Days	No Response	
ITB-2388	Exaro	Paper Products Contract	ITB	05/07/2012	0	05/07/2012 2:00:00 PM CST	12 Days	No Response	
ITB-2387	Exaro	Light Bulb Contract	ITB	05/29/2012	0	05/29/2012 3:00:00 PM CST	12 Days	No Response	
05-115	Exaro	Construction Management Software RFP	RFP	05/04/2012	0	05/04/2012 2:00:00 AM CST	12 Days	No Response	
ITB-2386	Exaro	Facilities Supply Contract	ITB	05/24/2012	0	05/24/2012 00:00:00 AM CST	14 Days	No Response	
05-114	Exaro	Construction Project Management Software	RFP	05/04/2012	0	05/04/2012 2:00:00 AM CST	14 Days	No Response	
ITB-2385	Exaro	Lighting	ITB	05/04/2012	0	05/04/2012 12:00:00 PM CST	20 Days	No Response	

Items 1-15 shown of 17 Page 1 of 3 shown

- **Multiple Pages of Bid Attachments, Attributes and Line Items – Pagination** – If displayed, click to the next page to access additional pages. (Located at the bottom of each section)

Items 1-15 shown of 31 • Page 1 of 3 shown 1 2 3 >

The following tabs may be present when viewing a bid. If one of the tabs listed below does not appear on your event, then it is not applicable to the event.

Event Details - Review bid information including Bid Notes as well as the contact, ship to and bill to information.

Messages – View messages specific to the bid request.

Activities - Activities may include an Intent to Bid, a Participation Activity such as a walk-thru or other meeting, or it may be a Non-Participation Activity listed for your information.

Participants - The event participation list displays only with the permission of the buying organization.

Attachments

- Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following:
 - Informational purposes
 - To provide the supplier with a form to complete and submit a response attachment
- Click the 'View' link
- Open and Save the file to your desktop or another drive

Attributes

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the left of the required field.
- A required attribute must be answered in order to submit the response.
- Click '**Save**' (to save your responses)
- Click '**Error Check**' (to determine if you have missed any required responses)

Line Items

- Enter pricing in the price or percentage field provided.
- Required line items have a red asterisk (*) to the left of the required price field.
- A required line item must be answered in order to submit the response.
- Item Attributes - Answer questions, complete checklists, and review additional terms and notes specific to the line item. (Line attributes may not be present on the bid request)
- Item Attachments - Click '**View**' to access the downloadable field(s) pertaining to this line item. (Item level attachments may not be present)
- Supplier Notes - Enter comments for buyer review. (Field may not be present).
- Click '**Save**' (to save your responses) – Extended pricing will display after clicking 'save.'
- Click '**Error Check**' (to determine if you have missed any required price fields)

Zero

Zero (\$0.00) entered in the line item price field is defined by the buyer using one of the parameters below. The red text is the message displayed to suppliers at the line item level to indicate the parameter selected by the buyer:

- Zero is a valid response - **A response of '0' (zero) to Unit Price is interpreted as a response.*
- Zero is considered a 'No Bid'- **A response of '0' (zero) to Unit Price is interpreted as a 'No Bid' response.*
- Zero is not a valid response - **A response of '0' (zero) to Unit Price is not interpreted as a response.*

No Bid – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. You can leave a non-required price field blank and the 'No Bid' is assumed. If using the 'No Bid' function, do the following:

- Click 'No Bid' (if you prefer to 'no bid' a line)
- Click '**Clear**' to remove a 'No Bid.'

Add Alternates – Where allowed, you can bid an alternate.

- Click '**Add Alternate**' – enter the fields provided.
- If you added an alternate in error, Click '**Delete**' at the left of the screen. (located just under the *Alt #*)

Add Notes – Where allowed, click to add a supplier note. Leave the field blank and "Save" to close the expanded field.

Requested Attachments – A requested attachment is a required or optional attachment that the buyer has requested. A red asterisk (*) located next to the requested file name indicates that it is required.

- Click "Upload"
- The file selection window will open
- Click "Select File"
- Highlight the file to be attached
- Click "Open"
- The file will upload

Download Button (located at the left of the file name) - Click to view the attachment.

Delete Button (located on the far right column next to the file name) – Click to remove the attachment.

If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file. You cannot download the file and save changes to the file while it is attached to a response.

The maximum file size limit is 25 megabytes.

Other Response Attachments – Attach response attachments that have not been requested by the buyer. The other response attachments section is only available if the buyer allows.

- Click "New"
 - Click the "Select File" button
 - Highlight the File
 - Click "Open"
 - Enter the Description (REQUIRED)
 - Click "Upload"
- To view your response attachment, click the **Download** button
- If you have attached the wrong file, "Delete" the file and attach the correct file. The delete button is located in the far right column.

The maximum file size limit is 25 megabytes.

Response Submission

- **Update your Information** – Update your supplier profile or your user profile by using the 'Update' link.

- **Supplier Note to Buyer** – Enter a note to the buyer. (Optional)
- **Digital Signature** - Enter Your Full Name (Required) & Your Email Address (Required)
- Click "**Error Check Response**" (to determine if you have missed any required fields.)
- Click '**Submit**' **Response**'

- A **successfully submitted response** will display 'Response Submitted' followed by the date and time stamp in the Response Status field.

- **Retract**' to make changes to the submitted bid response

- A retracted bid response is no longer considered "submitted". The user MUST '**Submit**' a retracted bid response again

Submission Errors

- When errors occur, the system will display the location of the errors. In the example below, the errors occur in the Attributes, Line Items and Response Submission Tab.

The screenshot shows a web interface for editing a bid response. At the top, there are navigation tabs: 'Bid Events' and 'My Profile'. The main heading is 'Edit Bid Response - TST-2013-09/25'. Below this, there are several tabs: 'Return', 'No Bid', 'Documents', 'Response History', 'Bid History', and 'Error Check Response'. The 'Error Check Response' tab is selected. The interface displays the following information:

- Bid Number:** TST-2013-09/25 (Art Supplies)
- Close Date & Time:** 10/25/2013 12:00:00 PM Central
- Time Left:** 28 days 1 hours 33 minutes 56 seconds
- Response Status:** NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

An error check box contains a warning icon and the text: 'Error Check - There are 4 Error Messages Present in Your Response! Please review the following tabs:'. Below this, a list of tabs is shown: 'Attributes', 'Line Items', and 'Response Submission Tab'. A horizontal navigation bar below the error check box contains tabs for 'Event Details', 'Activities', 'Attachments', 'Attributes', 'Line Items', 'Response Attachments', and 'Response Submission'. The 'Attributes' tab is currently selected.

Below the navigation bar is a section titled 'Supplier Response Summary' with 'Save' and 'Error Check' buttons. It contains two error messages:

- Digital Signature: You must enter the email address of the individual responding to this event.
- Digital Signature: You must enter the full name of the individual responding to this event.

At the bottom, there are two sections: 'Your Supplier Profile' and 'Your User Profile', each with an 'Update your Information' button.

- Go to the problem area and correct the errors.
- The example above indicates an Attribute Tab error.
- You must go to the tab that contains the errors to review the error detail and correct.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

Bid Closing

The system will generate and send an email notification when the event closes.

Login and Click the event number in the listing to view the bid.

Click 'Documents' to review your Supplier Individual Response Document and other associated documents

Bid Award and Award Detail

The system will generate and send an email notification when the bid is awarded.

Login and Click the event number in the listing to view the bid and associated pre-award and award documentation.